

Emergency Justification Form

Requisition #: SO-055

Date: 11/13/2015

Amount of Purchase: \$164.39

Department: Sheriff Dept.

Vendor: Highlands Wrecker Service

EMG: FY15/16-041

This form has been designed to assist all San Miguel County employees in providing information necessary in the processing of an emergency requisition of products and/or services. Please complete and forward to the Finance Department along with your Purchase Requisition.

Departmental Responsibilities:

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation. **Exit door at the Sheriff's Office is not operable. Gears in door were stuck.**
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage): **Sheriff's Office would not be secured for the evening when everyone is out of the office. This would be a safety concern with all information that is secured in the office.**
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures: **The Sheriff's Office was under the impression that Highlands Wrecker was the last one to work on the door and that it was still under warranty. When the employee came to assess the situation, he informed us that we needed to replace the door.**
4. State the reason and process used for selecting vendor (Attach all quotes/proposals received from other sources, if applicable): **Highlands Wrecker is the only one in the Las Vegas area that can work on commercial installations and locks. He temporarily fixed it until we can replace the whole door.**

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted by:

Elected Official/Department Supervisor

11/19/2015

Date

County Manager

11/19/2015

Date

FINANCE DEPARTMENT USE ONLY:

Approved By: _____

Finance Department

Date: 11/20/2015